



'Believe. Achieve. Be Proud.'

Admissions Policy

Lyngford Park Primary School & Nursery

Signature *N. Arnold* *Headteacher* *Date September 2025*

Signature *F Forsyth* *Chair of Governors* *Date September 2025*

Annually reviewed by SLT and Governing Body.

Introductory Statement

Lyngford Park Primary and Nursery School is a popular primary school which is part of the Richard Huish Trust.

Our aim is to provide a safe and creative environment and we follow the Richard Huish Trust values.

Admissions are prioritised for looked after children, siblings and children living nearest to the school before places are offered more widely.

Admission number(s)

The school has an admission number of 30 for entry in reception year.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Cyclical Application process (September Year R places)

Lyngford Park Primary and Nursery School will process applications outside the normal local authority process for co-ordinating school offers. This means you will need to complete your LA common application form.

Applications for this school should be sent to Somerset County Council.

The closing date for applications is January 2024.

Offers will be made April 2024.

The application form can be obtained from www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/apply-to-start-school/

In Year Application process

Lyngford Park Primary and Nursery School will process in year applications as and when they are submitted to the school.

Application forms can be downloaded from the school website and then be sent to the school office at office@lp.huish.education at the school.

Oversubscription criteria

The criteria in this section apply to entry at phases of the school.

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children, children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order and Internationally adopted previously looked after children. Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with a sibling attending the school at the time of application who will still be on role at the time of admission.
3. Children living within the school's catchment area.
4. Children of staff working at Lyngford Park Primary & Nursery School on a permanent contract and have worked at the school for at least two years prior to applying for a school place or children of newly appointed teachers where this appointment was made in order to satisfy the demonstrable skills shortage.
5. Other children.

Tie-break

If a tie-break is necessary to determine which child is admitted the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a Geographical Information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home address.

Random allocation by drawing lots supervised by someone independent of the school will be used as a tie-break in the above over subscription categories to decide who has highest priority for admission if in two or more cases the children's home is equi-distant from the school.

Late applications

All applications received by Somerset LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age.

Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made. Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the academy trust through the Admissions Committee will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent.

Waiting lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust through the Admissions Committee and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should submit their appeal form to the School Appeal Co-ordinator at the Admissions and Entitlement Team at Somerset County Council within 20 school days of the date of the refusal letter. For more information on how to appeal please see the Somerset County Council website at www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/appeal-a-school-admissions-decision/ or our website.

Notes:

Home address¹:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Sibling²:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

1 In this section define anything you need to, such as siblings, for instance or pupil premium. Here we have defined home address as an example.

2 This is an example only. You may define siblings differently. Only relevant if you have a sibling oversubscription criterion.